

Test Your Child Care Subsidy Billing Knowledge

This material is designed to help licensed child care providers understand the Department of Social and Health Services billing rules for the <u>Working Connections</u> <u>Child Care Program</u>. The family situations are designed to accompany the publication, "<u>Child Care Subsidies</u>, <u>A Booklet for Licensed and Certified Child Care</u> Providers" which can be found at the following site:

http://www.dshs.wa.gov/esa/dccel/pdf/22-877 child care subsidies.pdf

We recommend that you first read the publication. Then quiz your knowledge through the progressively more difficult situations. You will need to refer back to the publication to answer the questions. The "absent day chart " is on the last page of this material for your convenience. You will need to refer to it on most questions. The correct response follows each question so that you can easily quiz yourself. We estimate that the entire process, reading the booklet and taking the quiz, may take as long as two hours.

Have fun!!!

You may e-mail comments or suggestions regarding this material to: Jenny Baxter, Program Manager - baxtejl@dshs.wa.gov

Ready - Set-Let's Go



The first group of questions is about the **Winter Family**. Refer back to the family story to answer each question.

The Winter Family

Seth Winter is 3 years old and is approved for WCCC full-time, full-day care since care is needed 110 hours or more each month.

- Seth is in care at a licensed center in Spokane (Region 1).
- The DSHS maximum rate is \$19.32 per day.
- The provider's customary rate is \$19.00 per day.
- Seth was absent for 2 days and attended 20 days in January.



- a. \$19.32 per day
- b. \$19.00 per day
- c. \$20.00 per day
- d. Some other amount



- b. \$19.00 per day. The policy states "The amount authorized is the provider's customary rate or DSHS maximum rate, whichever is lower." Since the provider's rate is lower than the DSHS rate, the provider's rate is authorized. If a higher rate appeared on the provider's invoice, the provider needs to:
- Call the authorizing worker to have the rate corrected.
- Correct the rate on the invoice and submit the invoice by mail. (Do not use Invoice Express.)

See the section in the publication "How does DSHS set the maximum rates for Child Care Subsidy Programs.

- #2. Review Seth's absent days for January. What is the provider eligible to claim for January?
 - a. 20 days as that is what Seth attended
 - b. 22 days, the entire authorization
 - c. 31 days because January has 31 days
 - d. 0 days because the DSHS rate is higher than the provider's rate



Correct Response:

b. 22 days. The entire authorization may be claimed because the absent days did not exceed five.

See the section in the publication "How do I count absent days?"



#3. In February, Seth is absent 10 days as he had the chicken-pox. What is the provider eligible to claim for February?

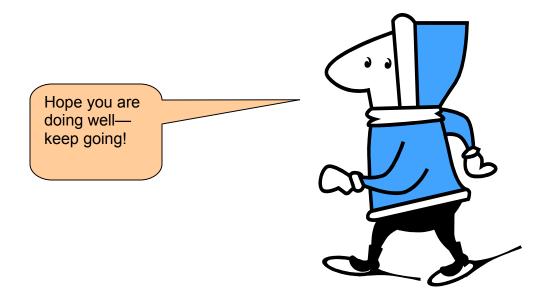


- a. 22 days
- b. 17 days
- c. 20 days
- d. 0 days because the DSHS rate is higher than the provider's rate

Correct Response:

b. 17 days. According to the chart, 10 absent days for February allows the provider to claim 17 days. Remember that DSHS considers each full-time month 22 days, although actual working days per month will vary from 19 to 23 days.

See the section in the publication "How do I count absent days?"



Seth's sibling, Raymond Winter, also attends the same child care center. He is 8 years old and attends public school. Usually Raymond attends child care from 3:30 – 5:30, five days a week. The authorization is for 30 half-day units. During April, Raymond attends 20 days from 3:30 – 5:30. Two other days during the month, Raymond attends from noon – 5:30, because of early release.

#4 What is the provider eligible to bill for April?

- a. 30 half-day units
- b. 22 half-day units
- c. 24 half-day units
- d. 23 half-day units





Correct Response:

b. 24 half-days. Because there were less than 5 absent days in the month, the provider is eligible to claim 22 days. Raymond attended two extra half days when care occurred from noon – 5:30 (5.5 total hours), therefore the provider adds 2 half days to 22 units making the total that is billable 24 half-days units. Half days are complicated. Think about calculating correct billing like this:

Step One: Calculate the absent days using the chart.

Step Two: Add any extra half-day units as one more half-day unit each time

the child attends five or more hours.

Step Three: Claim the correct amount of units on the invoice.

See the section in the publication "How do I claim absent days when a child is authorized for 22 or more half-days?"



In May, Seth was absent for 6 days. Raymond was absent for 3 days. Raymond was in care from 3:30 - 5:30 each day except one day when he was in care from noon until 5:30, (5.5 hours).

#5. What is the provider eligible to bill for Seth and Raymond?

- a. Seth, 22 full-days, Raymond 30 half-days
- b. Seth 20 full-days, Raymond 22 half-days
- c. Seth 21 full-days, Raymond 23 half-days
- d. Seth 30 half-days, Raymond 22 full-days



c. According to the absent day chart, Seth's absence days allow the provider to bill 21 days. Raymond did not exceed the five absence days so the provider can claim 22 days – (step one). When Raymond attended one day five or more hours, the provider adds one extra half-day –(step two) and claims 23 half-days (step three).

See the section in the publication "How do I claim absent days when a child is authorized for 22 or more half-days?" and the section "How do I count absent days?"

The last two weeks of June, Seth and Raymond went on vacation and were absent for 10 days. Raymond attended from 3:30 – 5:30 each day he was in care during June.

#6. What is the provider eligible to claim for June?

- a. Seth, 17 full-days, Raymond 17 half-days
- b. Seth, 22 full-days, Raymond 22 half-days
- c. Seth, 22 full-days, Raymond 30 half-days
- d. Seth, 12 full-days, Raymond 20 half-days



Correct Response:

a. According to the absent day chart, 10 absent days allows the provider to claim for 17 days. The provider may not bill any additional half-days for Raymond because he was never in care for 5 or more hours per day. If the provider billed for all 22 days for both children, it is an overpayment of 5 full-days and 5 half-days.

See the section in the publication "How do I claim absent days when a child is authorized for 22 or more half-days?" and "How do I count absent days?"

In May, the provider was closed Memorial Day and the Tuesday and Wednesday after Memorial day for cleaning and painting.

#7 How does the provider bill when there are closure days during the month?

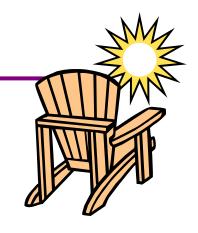
- a. The provider bills a closure day like an absent day using the chart.
- b. The provider may not bill DSHS for closure days. Closure days are subtracted from the billing after any absent days are calculated.
- c. The provider bills the parent for closure days.
- d. The provider charges for the paint and cleaning.



Correct Response:

b. The provider may not bill DSHS (or the parent) for closure days. Closure days are subtracted from the billing after any absent days are calculated. Memorial Day is considered an Official State Holiday and is not considered an absent day or closure day. Therefore, 2 closure days are subtracted after the absent days are calculated.

See the section in the publication: "What are closure days and how do I bill for them?" "Which days are considered holidays and how do I bill for them?"



The second group of questions is about the **Summer Family**. Refer back to the family story to answer each question.

The Summer Family

The Summer family is eligible for WCCC. Mary Summer, the mother, begins work on August 15, 2003. She is authorized:

- 22 full-days for Jewel and 22 half-days for Thomas.
- The family is approved for subsidies from 8/15/03 to 9/30/03.
- Care is provided in Tacoma (Pierce County, Region 5) by a licensed family home, Monday - Friday.
- Jewel is 3 years old. The DSHS maximum full-day rate for 3 years old is \$21.00.
- Thomas is 6 years old. The DSHS maximum half-day rate for 6 year old is \$8.50.
- The provider's customary rate is \$23.00 for Jewel and \$10.00 for Thomas.

#8. Jewell and Thomas are not absent from 8/15 - 8/31. Review the calendar below to determine what is the provider eligible to claim?

- a. 13 days
- b. 15 days
- c. 11days
- d. 22 days

August 2003

Sun	Mon	Tues	Wed	Thur	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30



Correct Response:

c. 11 days for Jewell and 11 for Thomas as there are 11 days, Monday – Friday between 8/15/03 – 8/31/03.

See the section in the publication "How do I claim absent days when an authorization starts after the first day of the month?"

- #9. If Jewell and Thomas are absent six days each between 8/15 8/31, what is the provider eligible to claim?
- a. 10 days
- b. 14 days
- c. 11 days
- d. 22 days



a. 10 days. The children exceed the allowable absent days by one, therefore the provider must subtract one day from the allowable 11 to equal 10 days.

See the section in the publication "How do I claim absent days when an

#10. What is the correct daily rate authorized by DSHS for Jewell?

- a. \$21.00
- b. \$8.50
- c. \$20.00
- d. \$23.00





Correct Response:

a. \$21.00 per day. The rate authorized is the provider's customary rate or DSHS maximum rate, whichever is lower.

See the section in the publication "How does DSHS set the maximum rates for Child Care Subsidy Programs.

#11. What is the correct daily rate authorized by DSHS for Thomas?

- a. \$21.00
- b. \$8.50
- c. \$20.00
- d. \$10.00



b. \$8.50 per day. The rate authorized is the provider's customary rate or DSHS maximum rate, whichever is lower.

See the section in the publication "How does DSHS set the maximum rates for Child Care Subsidy Programs."

In late September, Mary begins looking for new care for Thomas. She doesn't tell the provider Thomas will not be returning in October. Thomas' last day of care is 9/29.

- #12. What is the first provider eligible to claim for October?
 - a. Five absent days
 - b. 22 days as Mary did not give the required 30 day notice
 - c. 10 days as Mary did not give the required 10 day notice
 - d. Nothing, since Thomas did not attend care that month, the provider is not eligible to bill for any care in October.

Correct Response:

d. Nothing, since Thomas did not attend care that month, the provide is not eligible to bill for care in October. The child must attend at least one day of care in the month in order for the provider to be eligible to claim any days that month.

See the section in the publication "What is an absent day?"

For other policy questions, contact DCCEL at: http://www1.dshs.wa.gov/esa/dccel/contactdccel.shtml

Again, you may e-mail comments or suggestions regarding this material to:

Jenny Baxter, Program Manager - baxtejl@dshs.wa.gov





The Absent Day Chart

Number	Number of Days to		
Of Days	Claim		
ABSENT	CLAIM		
1	22		
2	22		
3	22		
4	22		
5	22		
6	21		
7	20		
8	19		
9	18		
10	17		
11	16		
12	15		
13	14		
14	13		
15	12		
16	11		
17	10		
18	9		
19	8		
20	7		
21	6		
22	0		

Use this chart to determine the correct number of days to bill when the authorization is for 22 full-days or 22 or more half-days.

For authorizations of 22 full-days or half-days, the left column is the total number of days the child was absent. The right column is the number of days to claim on your invoice.